



F. No. 01/GB/Tender Notice/2023-24/ 217

Dated: 14.07.2023

TENDER NOTICE NO. 01 / 2023-2024

Regional Tax Office, Rawalpindi, invites Sealed Bids from Manufacturers, Authorized Dealers, Distributors, General Order Suppliers, Stockiest, Contractor, Services Providers, registered with GST / Income Tax & have Active Status in Taxpayer List and have their registered office in Rawalpindi / Islamabad for providing following supplies / services to Regional Tax Office, Tax House, Kachehry Chowk Rawalpindi, during financial year 2023-24, on least cost basis through single-source envelope:-

S. No	GOODS	S. No.	SERVICES
1	Office Stationery Items	1	Repair of Transport
		2	Repair of Machinery & Equipment
2	Printing and Publications	3	Repair of Furniture & Fixture
		4	Repair of Hardware
3	Uniform & Protective Clothing	5	Repair of IT Equipment
		6	Provision of Air Conditioner Mechanic
4	Cost of Other Store items / Others	7	Provision of Electrician cum Plumber
		8	Provision of Janitorial Staff
5	Computer Stationery Items	9	Contract of Cafeteria / Canteen

TERMS AND CONDITIONS:-

The intending bidders participating in the bidding process shall provide the following Documents:-

1. Company / Firm profile.
2. NTN, Sales Tax Registration Number and ATL status.
3. Affidavit declaring that the Company is not blacklisted by any Government Department – Federal or Provincial.
4. Statement of standing and experience in the relevant business.
5. Any other formality / document that may be required by the department.
6. Items for S. No. 1 to 5 (Goods) shall be purchased on quoted rates up to 30.06.2024.

Contd...Page-2

INSTRUCTIONS FOR BIDDERS:-

1. Rates should be quoted serial-wise as per tender document (s) inclusive of GST (where applicable). Income Tax withholding will apply as per prescribed rates. Rates excluding of taxes, will not be considered in any case.
2. Sealed bids should reach in the office of the undersigned upto **03.08.2023 at 11:00 AM**. The tenders will be opened by the Purchase Committee in the presence of bidders or their representatives at **11:30 AM** on the same day, at Conference Hall, Ground Floor, Regional Tax Office, Rawalpindi.
3. A firm can apply for one or multiple items keeping in view its expertise and capacity to supply / delivery.
4. A Pay Order of Rs. 25,000/- in favor of "Drawing & Disbursing Officer, RTO-Rawalpindi" should be attached with bid as security (refundable).
5. The Services of Air Conditioner Mechanic, Electrician cum Plumber and Janitorial Staff will be required on full-time basis.
6. For provision of services mentioned at S. No. 6 to 9 (against Services), the agreement will be executed initially for a period of one year (from 01.10.2023 to 30.09.2024), which will mutually be extended for further one year on the same terms and conditions. However, the agreement can be terminated by either party through one (01) month written notice, in advance.
7. The Purchase Committee may reject all bids or proposals at any time prior to the acceptance of a bid or proposal under Rule-33 of the Public Procurement Rules.
8. In case of shortfall in supply / services during the year / agreement, the bid security will be forfeited, in favor of Government and firm will be blacklisted, along with any other punitive measures that may be taken.
9. The samples of rates quoted items should be provided with quotation.
10. The supplies would have to be according to specifications / samples as approved by the Purchase Committee.
11. Incomplete bids / offers will not be considered, in any case.
12. The Tender Documents may be obtained on written request on Company's Letter Head, from the office of the undersigned, **04-Ground Floor, Regional Tax Office, Tax House, Kachehry Chowk Rawalpindi**, during the office hours. i. e. 07.30 AM to 03:30 PM, on or before 02.08.2023.

(IRFAN IQBAL JANJUA)

Administrative Officer (IR)/
Secretary Purchase Committee,
051-9292761